



UNITED STATES AIR FORCE AUXILIARY
PUERTO RICO WING OPERATIONS

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MEMORANDUM TO ALL FLYING CREW MEMBERS

FROM: JOSE G. VILA, Puerto Rico Wing DO

SUBJECT: SAFETY POLICY – SAFETY FOLDER

1. Recently, our Wing Commander presented the WING SAFETY POLICY to all members of the Puerto Rico Wing. In said policy he stressed out the importance of conducting all our activities with safety in mind. We must use safety during the planning and execution stage of all our activities.
2. As you all know, we have been conducting our safety talk in all our monthly meetings. We cover subjects of interest to all flying activities that help us develop the safety attitude with great responsibility. These talks include personal presentation by our Safety Officer, any of our CFI, FAA officials and/or presentations on Video or DVD.
3. Must videos or DVD come with a written summary. If not, we will have written information on the subject to read. If you would like to see the videos or DVD please request the Safety Officer or Director of Operations for said material.
4. As part of said meetings, we must sign the attendance roster on every meeting. Those of us who are not able to attend any of the meetings we must read the material covered (Safety Folder) and then sign the roster.
5. No flights can be conducted after the meeting if we have not attended the meeting or read the material and signed the roster.
6. The SAFETY FOLDER located at the Operations Office includes the written material for each month safety talk.
7. Remember, The Sentinel Newsletter published by National Headquarters is also a safety information source. It can be found in the CAP Web Page under Safety.

José G. Vila, LTC, CAP
Puerto Rico Wing
Director of Operations